

COUNTRY MONTESSORI SCHOOL



PARENT-TEACHER COMMITTEE (“PTC”)

GENERAL INFORMATION HANDBOOK

This Handbook was created by the Country Montessori Parent-Teacher Committee (“PTC”). We hope you find this handbook useful and we look forward to meeting you and working with you in continuing to strive to make Country Montessori a community that shares a common vision for our children.

PTC Mission Statement

Dedicated to the school's overall philosophy of supporting our children's educational, spiritual and physical well-being, we the staff and parents of Country Montessori, are committed to enhancing our children's early school experience by cultivating an inner-family social network, providing service, and raising funds to offer enrichment opportunities that are not afforded by the non-profit school's tuition alone for the ultimate investment...our children.

PTC membership includes all CMS parents and staff as noted in its Mission Statement. The PTC Officers hold general meetings each month during the school year. The day of the month is established by the PTC Officers at the beginning of each school year. All parents and staff are invited and encouraged to attend and participate in these meetings. The PTC works in cooperation with the goals and objectives of the CMS Board of Directors.

The PTC has the following goals:

1. To act as a link between parents and the staff in order to develop and foster a supportive school-wide community
2. To promote and encourage community service opportunities for students, parents, and staff
3. To assist with raising funds for the school based on the direction from the Board of Directors

The structure, activities and responsibilities of the PTC may be changed or modified, based on direction from the CMS board of directors, the Head of School, and/or the annual strategic planning process.

Volunteering for the PTC is an opportunity to learn and meet other CMS families, school staff and obtain the mandatory parent participation hours.

PARENT-TEACHER COMMITTEE

OFFICERS AND DUTIES

PRESIDENT

The President presides over all PTC meetings, coordinates and oversees the work of the officers and committee chairpersons to ensure alignment with the organization's objectives. Additionally, the President of the PTC is a Board of Director's position and, as such, is responsible for attending monthly board meetings and fulfilling all board responsibilities and requirements. Under well-established principles of nonprofit corporation law a board member must meet certain standards of conduct and attention in carrying out his or her responsibilities to the organization. The PTC president must acknowledge and sign a "Board Commitment Form" and familiarize his/herself with the CMS Board Handbook.

This position shall be fair with all Executive Committee members, delegate responsibilities, and offer assistance. Additionally the PTC President's responsibilities include:

- Oversight over PTC communication, all orders and vouchers
- Meetings with the Head of School to discuss upcoming activities, budget and plans and approvals
- Coordinates the PTC calendar
- Schedules meetings; distributes materials received to the appropriate officers
- Consults with officers and chairpersons before events to ensure everyone is working together
- Assists Executive Committee members running various PTC activities

VICE PRESIDENT

The Vice President assumes responsibility for duties designated by the President and represents the president in his/her absence or upon request. If temporarily representing the President, the Vice President must report to the President any new business within a reasonable timeframe. Additionally, this role assists with and supports fundraising objectives, community service events, school-wide parent and staff educational opportunities and any other internal or external school related activities that promote CMS and building parent/teach/community capacity.

SECRETARY

The Secretary maintains records and notes of monthly general meeting(s) that address PTC business. Additionally, this role handles official correspondence as directed by the President, creates the agenda for the monthly meetings as directed by the President, distributes a hard copy of the meeting minutes to the Head of the School for the booklet in the office and an electronic copy for the website and dissemination to the PTC Officers.

TREASURER

The Treasurer maintains current financial records, collects PTC money and keeps track of revenue/expenses for the committee. The Treasurer shall oversee the tracking of funds for any fundraising event and/or activity. The Treasurer collects and deposits all funds in the insured bank account designated

as the Parent-Teacher Committee fund. S/he shall make a monthly financial report at the general meetings, prepare a written annual statement due no later than the last day of the school year, and prepare any records and reports required by the school for inclusion in its tax return and audit. Annual PTC budgets must be approved by a majority vote of the Executive Committee with final approval by the Country Montessori Board of Directors.

PARENT/STAFF SERVICES CHAIR

The Parent and Staff Services position is responsible managing, coordinating, and promoting all CMS spirit-clothing wear sales, this includes spirit wear sales via the CMS website. Additionally, this role

- Tracks Parent Participation Hours for each school year
- Assists parents with finding volunteer opportunities
- Coordinates volunteers for traffic duty in the morning and afternoon for both Primary and Elementary times
- Handles hiring a third party vendor for the videography of the Spring Fling

AMBASSADOR COORDINATOR

Holds a meeting at the beginning of the school year to inform Classroom Ambassadors of duties and aligns them to work together. Coordinates and distributes the teacher wish list for each classroom at the beginning of the school year. Monitors Class Ambassador Budgets and informs PTC Officers, Photographers, etc. of relevant Class Ambassador Activities, upcoming class room events and school events. When necessary, recruits for the parent and staff services.

SOCIAL CHAIR

The Social Chairperson coordinates the Ice Cream Social and Fall Festival, which includes the following responsibilities:

- Hiring entertainment
- Working with Upper Elementary (UE) to set up ice cream station
- Working with the Ambassador Coordinator to coordinate the sign up of parent volunteers
- Recruiting parents and/or staff to assist
- Monitoring event budgets with Treasurer

Additionally, the Social Chairperson is responsible for coordinating school-wide community service projects (i.e. beach cleanup, recycling rally, clothing drive, food drive). The school goal is to organize a minimum of 3 community service projects per school year.

STAFF APPRECIATION CHAIR

This person prepares an annual teacher appreciation program, recruits parents who wish to assist, and prepares an allocation of funds. The staff appreciation program includes coordination of the holiday staff gifts and end of year staff luncheon.

AUCTION CHAIR

Shall keep the PTC informed of progress and communicate any needs for assistance. H/she holds sub-committee meetings when appropriate and works with the Treasurer to keep abreast of any and all finances associated with the event. Instructs the President and Vice President of his/her duties during the auction and coordinates the activities of the sub-committee including the Donations coordinator, the Event coordinator, and the Finance coordinator. When necessary, recruits parents/staff to run the various auction sub-committees without a lead.

PARENT-TEACHER COMMITTEE SPONSORED ACTIVITIES

A Volunteer Opportunity form is sent out at the beginning and near the end of the school year to recruit parents and staff for PTC Officers, Class Ambassadors, Event Chairs and volunteers for various PTC activities and events. These are great roles and a wonderful way to fulfill the required hours necessary for the school year. The following is a short list of participant needs.

Yearbook Coordinator: The Yearbook Coordinator is responsible for designing, organizing and promoting the annual CMS yearbook. The Yearbook Coordinator supervises the Yearbook Club or Team to create the overall book with the selected yearbook software. The Coordinator can recommend alternative yearbook programs or technology options. The Head of School must approve any recommendations. Additionally, the Coordinator assigns photographers to school-wide and classroom activities and/or events and establishes yearbook deadlines.

Yearbook Assistant: The Yearbook Assistant works with the Yearbook Coordinator to coordinate the Yearbook Club/Team, design the Yearbook through selected yearbook software, assign photographers to school-wide and classroom activities and/or event, communicate yearbook deadlines and request parent photos.

Classroom Photographer: Photographer volunteers are needed within each classroom to capture photos of all students within the classroom and on fieldtrips or social gatherings. The Eagles classroom needs three parent photographers one for each all level to have coverage for all of fieldtrips. Photographers are responsible to meet with the Yearbook Coordinator at the beginning of the year to go over the procedures and discuss responsibilities.

School photographers: School photographers are responsible for taking school-related photographs and uploading to the yearbook website. The photographers work directly with the individual(s) responsible for the CMS yearbook (i.e. the Yearbook Club or Team). The Yearbook Club or Team will assign photographers to all school-wide social functions including, but not limited to, the Ice Cream Social/Annual Meeting, Fall Festival, Thanksgiving feast, Spring Fling, poetry festival, pajama day, crazy hair day, egg hunt and graduation, should have assigned photographers.

Donations Coordinator: The Donations Chair works with the Auction Chair to recruit parent volunteers for the Auction sub-committee, who will work together to solicit silent auction items from vendors,

businesses, and community members through donation letters and phone calls. Additionally, this person is responsible for updating the school's silent auction software system, Silent Auction Pro, as well as volunteering the night of the Annual Auction Event.

Event Coordinator: The Event Coordinator works with the Auction Chair to coordinate the annual CMS auction event. General responsibilities include informing the PTC of progress and communicating any needs for assistance if the Auction Chair is unavailable, attending sub-committee meetings, assisting the Auction Chair with venue selection and overall planning of the event. Additionally, the Event Coordinator is responsible for volunteering the night of the Annual Auction Event and should be available to help with set-up and checkout or recruit parent volunteers for those positions.

Social Chair Assistants: The Social Chair Assistants works with the Social Chair to coordinate the Ice Cream Social and Fall Festival, which includes the following responsibilities: hiring entertainment, working with Upper Elementary (UE) to set up ice cream station, working with the Ambassador Coordinator to coordinate the sign up of parent volunteers, recruiting parents and/or staff to assist and monitoring event budgets with Treasurer. Additionally, the Social Chair Assistants will be responsible for coordinating a school-wide community service projects (i.e. beach cleanup, recycling rally, clothing drive, food drive). The school goal is to organize a minimum of 3 community service projects per school year.

Classroom Ambassadors: The main role of the classroom ambassador is to strengthen the family-friendly environment of the school by widening the venues of communication between the teachers, the parents, and the PTC. Ambassadors build and organize a volunteer network within the classroom by sending out the teachers' wish lists for the school year. The wish list includes many memorable in-class projects and exciting school wide events. In addition, working within a specified budget, Ambassadors are in charge of planning a social event for their individual classroom and organizing two food "Spruces" for the staff a year. A portion of this volunteer opportunity can be done from home and can be split between two people per classroom.

Holiday Staff Gift Collection: The Staff Appreciation Chair sends out a letter to CMS families asking if they would like to contribute to a monetary gift for each staff member of the school. The money is then pooled and each CMS staff member receives monies as an appreciation gift during the holidays. Participation by CMS families is completely optional, however many families take advantage of this service to simplify holiday gift giving.

SOCIAL EVENTS/ACTIVITIES

Ice Cream Social/Annual Meeting: The annual meeting is held in late September. The PTC hosts an Ice Cream Social to welcome new families to CMS and welcome back returning families. The PTC Social Chair oversees this event; however, we need one or two people to Co-Chair this event. Typically, the set up involves purchasing ice cream, toppings, printing nametags, coordinating with Upper Elementary for ice cream serving, set up and clean up. There is also the coordination of some type of entertainment while the parents and staff is in the Annual Meeting.

Fall Festival: The Fall Festival is a beloved event of CMS. It is a ton of fun for the children, parents and

staff and extended families of CMS. Given the popularity of this event, attendance can be quite high, therefore the PTC Social Chair needs many volunteers to work this event, setting up, holding shifts at booths, and clean up. Work on this event typically begins in late summer.

A favorite of this event is the Haunted House. We need a few handy individuals. The Haunted House must be set up the night before or the morning of the event. Decorations are borrowed from CMS families and we need a few tall people to attach plastic sheeting to walls.

Staff Appreciation Luncheon: The PTC plans and presents a lunch each year to show appreciation to our exceptional CMS staff. The Staff Appreciation Chair needs a couple volunteers to prepare invitations, coordinate staff gift contributions and assist with setup the day of the luncheon.

ANNUAL AUCTION

Our biggest fundraiser of the year! Donations are solicited from corporations and local businesses, families/staff. The children also create one-of-a-kind, beloved projects. This event requires a lot of participation to make the event successful. In recent years, the event has generated anywhere from \$20,000 upwards to \$60,000. To lead the event, it takes the PTC, the Auction Chair, and a cohesive Auction Sub-Committee. If you are an individual who enjoys event planning and/or social functions and want to meet a lot of really wonderful people, please consider being a part of this fun and exciting event.

FREQUENTLY ASKED QUESTIONS

When are PTC nominations?

Nominations for the PTC will be taken at the April general meeting. Parents nominated must have a child attending Country Montessori School. The PTC President shall send out a nomination form/letter to all parents whose children attend CMS to give them the opportunity to nominate someone or themselves for a PTC seat. The form/letter will have the PTC Election Day listed for them to attend the election meeting. PTC elections will be held at the May PTC general meeting and is open to any parent or staff member that wishes to attend. New PTC members shall take their positions at the June PTC general meeting for a term of one year.

Are there parents I can ask questions regarding parent participation opportunities or social events at the school?

The PTC Officers and Classroom Ambassadors are good parent contacts for these questions. However, if a parent has a particular question regarding academics, how a classroom is structured or any other concerns those questions should be directed to your child's teachers or the Head of School. .

Are there any Special Events I should know about in addition to the PTC events described earlier?

- **Thanksgiving Feast**
The children help prepare a Thanksgiving Feast which is enjoyed at school the last day before the holiday week. Parents are asked to volunteer to donate food and other items to make this event successful. This celebration is for the children and staff only.
- **Passover/Easter Celebration**
All the children decorate eggs. The Elementary children hide the eggs for the Primary children. This celebration is for the children and staff only.
- **Spring Fling**
This is a wonderful music production held on-stage at a local performing arts center. All the children in the school are involved and perform songs for their families. The Elementary children perform skits and monologues, too. It is asked that the children wear their CMS shirts the day of the Spring Fling.
- **Kindergarten/Upper Elementary Graduation**
This is a special, short celebration for the children graduating from the Primary and 5th grade classrooms. Families are invited to attend.
- **Last Day of School Festivities**
The last day of school is a special day. In the past years the children have attended a special assembly, had their faces painted, jumped in a jumper, played “field day” type games, and watched a video of themselves performing at the Spring Fling. This is a children and staff celebration only.

How do I get mail at the school?

Mail is communicated via email or the mail carts. Each child has a hanging folder in the mail carts. Staff and PTC updates are included in these folders and/or via email. Tangible mail will be handed to the person picking up the primary child as the child is signed out each day. If your child stays for child care of extra-curricular activities, parents must pick up mail from the mail carts inside/outside the office. Please note mailboxes are for CMS related information only and may not be used for personal mail.

How do I reach a teacher if I have a question for them about my child?

The best way to reach your teacher with information or questions is to write a note and give it to the sign-in/sign-out staff person with the clipboard or contact Melissa in the office. Your teacher can then contact you for further discussion. Parent/teacher conferences are held in November and March for Primary and January and June for Elementary.

When is the best time to observe my child in the classroom?

Parents are always welcome to observe their child in the classroom and at recess. The Primary classrooms have two-way mirrors so you can observe their activity without interruption of the lessons in the classroom. Observations are welcomed starting in late September and can be coordinated with either Cheryl or Melissa.

Also, parents are invited to have lunch with their child. This should be scheduled through the office with Melissa. Please only one adult at a time for lunch.

What is the best way to find out about extra-curricular activities offered at CMS?

Upcoming extra-curricular activities are communicated via your school mailbox or via email. Country Montessori allows approved outside groups to hold activities in the CMS classrooms and playgrounds for the children after school. The school does not sponsor these extra-curricular activities and fees are paid

directly to the individual or organization holding the activity. CMS reserves the right to cancel any of these programs at any time.

Do CMS Primary students go on field trips?

There are typically two off-site field trips held in the fall for Primary students: A trip to a local pumpkin patch and a theatrical performance. Parents are asked to volunteer to drive and/or chaperone on these field trips. There is also an all-day Kindergarten field trip at the end of the school year for all graduating Kindergartners.